

**CITY OF LOS ALTOS  
POSITION CLASSIFICATION**

**ASSOCIATE PLANNER  
SENIOR PLANNER**

**Associate Planner**

**Definition:**

To perform a variety of professional planning duties including zoning and planning administration, environmental review, assistance in housing programs, plan preparation, and special projects, and to prepare reports and recommendations relative to assigned areas of responsibility.

This classification represents a single position which may be filled at either level.

**Distinguishing Characteristics:**

**Associate Planner:** This is the journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level.

**Essential Job Functions:**

*Duties may include, but are not limited to, the following:*

1. Evaluate and review development plans for compliance with policies and regulations, and good design principles.
2. Process development applications and prepare reports, including findings and recommendations, for management, boards and commissions, and city council. Prepare maps and other graphic representations as appropriate.
3. Interpret zoning ordinances, development standards, city plans and policies regarding development for public inquiry and administer a high level of customer service.
4. Conduct studies and prepare reports related to mid-range and long-range planning projects.
5. Assist in conducting analytical research investigations as assigned regarding environmental or other planning related issues.
6. Represent the City in various public forums and agency meetings as assigned, including planning commission meetings and city council presentations as well as providing support to commissions and ad hoc groups.

## ASSOCIATE/SENIOR PLANNER

Page 2 of 5

7. Assist in plan preparation, coordination, monitoring and other activities related to federal, state, and local programs, including the California Environmental Quality Act, Affordable Housing Program, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program.
8. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
9. Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Knowledge of:**

- Considerable knowledge of the principles and practices and trends of public planning and urban design.
- Considerable knowledge of zoning regulations and state and local laws pertaining to land use, including the California Environmental Quality Act and the Subdivision Map Act.
- Considerable knowledge of reading and understanding maps, site plans, and architectural drawings, and business correspondence, report writing, and English usage, spelling, punctuation and grammar.
- Working knowledge of the Community Development Block Grant Program, Affordable Housing Administration, and the Urban Runoff Pollution Prevention Program.
- Working knowledge of research and investigative procedures as applied to the collection, analysis, and presentation of planning data.
- Working knowledge of modern office procedures, methods and computer equipment, including word processing, spreadsheet, database, and graphics applications.

#### **Ability to:**

- Analyze and compile technical and statistical information related to planning issues.
- Interpret and explain planning and zoning programs to the general public.
- Read and interpret architectural and engineering plans and specifications.
- Read, understand and interpret a variety of maps, site plans, architectural drawings, specifications, environmental impact reports, ordinances, and regulations related to work.
- Prepare reports on graphic presentations, including maps, plans, charts, and tables.
- Use a computer, calculator, telephone, facsimile machine, photocopy machine, and microfilm reader printer.

*Adopted: November 25, 2008*

## ASSOCIATE/SENIOR PLANNER

Page 3 of 5

- Analyze situations quickly and objectively and determine proper course of action.
- Attend evening and weekend meetings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform complex planning work requiring independent judgment.
- Represent the planning division at community and neighborhood meetings.

### **Education:**

Bachelor's degree in land-use planning, urban planning, landscape architecture, or a closely related field

### **Experience:**

Two years experience in municipal planning

Or an equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

### **Working Conditions:**

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the originations of programs to increase division efficiency and improvement of services.

### **Required Licenses or Certificates:**

Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record. Certification by the American Institute of Certified Planners is highly desirable.

## **SENIOR PLANNER**

### **Definition:**

To perform a variety of professional planning duties including zoning and planning administration, environmental review, assistance in housing programs, plan preparation, and special projects, and to prepare reports and recommendations relative to assigned areas of responsibility.

This classification represents a single position which may be filled at either level.

*Adopted: November 25, 2008*

**Distinguishing Characteristics:**

**Senior Planner:** This is the advanced journey level class within the Planner series. This class is recognized above the journey level by the assignment of significant responsibility and possession of specialized knowledge, abilities, skills and experience. Employees at this level perform work requiring significant independent judgment. Positions of this level typically provide direct supervision to professional, technical and clerical staff. Positions in this class are flexibly staffed and are normally filled by advancement from the Associate Planner level.

**Essential Job Functions:**

*Duties may include, but are not limited to, the following:*

10. Evaluate and review development plans for compliance with policies and regulations, and good design principles.
11. Process development applications and prepare reports, including findings and recommendations, for management, boards and commissions, and city council. Prepare maps and other graphic representations as appropriate.
12. Interpret zoning ordinances, development standards, city plans and policies regarding development for public inquiry and administer a high level of customer service.
13. Conduct studies and prepare reports related to mid-range and long-range planning projects.
14. Assist in conducting analytical research investigations as assigned regarding environmental or other planning related issues.
15. Represent the City in various public forums and agency meetings as assigned, including planning commission meetings and city council presentations as well as providing support to commissions and ad hoc groups.
16. Assist in plan preparation, coordination, monitoring and other activities related to federal, state, and local programs, including the California Environmental Quality Act, Affordable Housing Program, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program.
17. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
18. Perform related duties as assigned.

**Minimum Qualifications:**

In addition to the qualifications for Associate Planner:

## ASSOCIATE/SENIOR PLANNER

Page 5 of 5

### **Knowledge of:**

- Considerable knowledge of the principles, objectives and procedures of development review and urban design.

### **Ability to:**

- Handle a variety of complex assignments involving different analytical approaches.
- Train, assign, review, and evaluate subordinate personnel as assigned.
- Gather, analyze, and interpret a variety of complex, technical data.
- Provide project leadership.
- Work with a minimum of supervision.
- Function as a project leader on major current and advanced planning projects.

### **Education:**

Bachelor's degree in urban planning, architecture, civil engineering or a closely related field. Possession of a Master's Degree in one of the specified fields is desirable.

### **Experience:**

At least five years of progressively responsible professional planning experience.

### **Desired:**

Supervisory and management experience;  
Master degree and/or AICP.

### **Working Conditions:**

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the originations of programs to increase division efficiency and improvement of services.

### **Required Licenses or Certificates:**

Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record. Certification by the American Institute of Certified Planners is highly desirable.

*Adopted: November 25, 2008*